

**CITY OF ELK RIVER
SAFETY COMMITTEE
HELD AT FIRE STATION #2
MINUTES OF WEDNESDAY, January 15, 2014**

The Safety Committee meeting began at 2:00 p.m.

Members present: T. John Cunningham, Safety Coordinator; Jennifer Johnson, Administration; Amy Humphrey, Police; Lauren Wipper, Human Resources; Katie Haase, Fire Department; Mike Thiry, Utilities; Eric Volk, Water Department; Josh Baas, Parks; Jeff Smith, FABS

Members absent: Steve Benoit, Recreation; Dale Eckert, WWTP; Joe Pipenhagen, Streets; Vickie Berg, Liquor Stores; Gary Lore, Building Maintenance; Laura Estby, Ice Arena;

1. **Approve January 15, 2014 Safety Committee Minutes**

- *December 18th, 2013 Safety Committee Minutes*

Corrections were made to the Agenda by changing the year from 2013 to 2014 and a correction was made to the Minutes by changing the wording under the accident review from December 4-2013 from community security officers to community *service* officers. Minutes were approved.

2. **Anoka Tech Update**

Nothing noted.

4. **Safety Training**

Chief Cunningham mentioned the MSDS software manager training that recently took place. His goal is to launch the system within the next one or two months. Currently, the system is on the intranet site with the new acronym SDS. Chief Cunningham noted that the site is user-friendly. You can search using the chemicals name or the city facility where the chemical would be located. MSDS sheets can also be accessed using elkrivermsds.com, which will be linked over to the portal for the SDS information. Chief Cunningham mentioned that Lauren Wipper had a recommendation to install a quick launch on computers where the website may be used often, such as the Public Works and Streets Department, that way they do not have to go to the portal and search for the website. Chief Cunningham will work with IT to have the quick launches installed on certain computers. Chief Cunningham also suggested to the committee members that they visit the site and familiarize themselves with the system. He noted that unfortunately several of the individuals from the Public Works and Parks and Recreation Department were unable to attend the managers meeting in regards to the MSDS software due to the recent snowfall. Chief Cunningham mentioned sending out screen shots with a handout to all staff in a city wide memo that will help individuals navigate the system. He also noted that currently only Gary Lore's MSDS Building Maintenance sheets have been entered into the new online system.

Chief Cunningham opened up the floor to allow anyone else to discuss any training needs or wants they or their Department may currently have. He noted that he does want to get the drivers training scheduled in St. Cloud after workloads have been lightened a bit due to current snow conditions and Hockey Day MN. No one on the committee had any current thoughts or suggestions for additional training. Chief Cunningham mentioned that eventually he believes we will have a job task analysis to determine if there are other training needs for City staff. Chief Cunningham wrapped up by saying that if anyone does have any suggestions for training to let him know. He would like to explore this upcoming year the option of online safety training. Furthermore, he mentioned that he did offer as part of the Fire Department Recruit Academy to bring in OSHA instructors internally for training. The challenge faced here is that many of the Fire Department personnel have other commitments during the day that would not allow them

to attend the training. Chief Cunningham noted maybe there is an option to select a few City Staff members to train as certified OSHA instructors to help bridge the gap when we hire on new personnel. However, he believes online training will ultimately be the best option to train new hires in a timely manner. His thought is to maybe set up a few demo accounts with online safety training websites for the committee to test.

5. **Accident Reviews**

No accident reviews were submitted.

6. **Department Concerns/Updates**

Fire Department

No concerns.

Police Department

No concerns.

Parks Department

No concerns.

Water Department

Eric Volk asked if the Fire Department sets up our own SCBA (self-contained breathing apparatus) for chlorine. Chief Cunningham noted that the Fire Department does not and that to handle a chlorine leak would require level A suits, which we do not have.

Jeff Smith asked Eric Volk what type of ventilation is used in the chlorine rooms. Eric Volk noted they have an exhaust fan that extends to the floor and it vents out the roof of the room. Chief Cunningham mentioned that the Fire Department does not have any meters to be able to detect chlorine, so they would not be able to identify the concentration. Jeff Smith also inquired if there are any chlorine detectors and Eric Volk stated that every room has a chlorine detector that goes up to 10 parts per million. Eric Volk mainly wanted to know in case of a worst case scenario. Jeff Smith asked how much chlorine goes into those rooms and Eric Volk noted it is 600 pounds of chlorine.

Eric Volk also mentioned that they have turned off the heaters/furnaces for most of the rooms since, if the furnaces stick on it can melt the fusible plug that will let the gas off. Eric Volk noted that chlorine boils at negative thirty and with just the building as insulation the rooms usually stay around fifty degrees.

Lauren Wipper asked if the Water Department has a chlorine room in every well and Eric Volk answered yes. She also asked how many wells they have and Eric Volk noted they have eight wells but seven well houses since two of the wells go to the same place.

Eric Volk mentioned that the Department has switched to using Hawkins as their chemical company due in part because they are more reliable.

Utilities

No concerns.

Administration

No concerns.

Human Resources

No concerns.

FABS Department

No concerns.

7. Old Business

Chief Cunningham mentioned in regards to safety policies one of his goals is once he gets the Fire Deputy position in place he plans to have that person's position look at emergency management policies, as well as evaluating our safety policies. The Safety Committee will still be actively involved in going through the policies on an annual basis once a foundation has been set. Chief Cunningham's goal is to get all of our policies available on Access Elk River, so that all employees can easily access the information. Lauren Wipper asked if we still budget for a safety consultant. Chief Cunningham responded that yes we do budget for a consultant; however, he commented that the challenging part is the consultants we typically use are training consultants. Chief Cunningham said that the next best step would be to research companies that could help us develop our policies.

Lauren Wipper noted that when we were interviewing insurance companies for liability insurance one of the companies had an employee that was very educated in safety policies and he would come in to help with our policies, so she commented this might be something we want to consider when looking at this task.

Lauren Wipper was wondering with the new Public Works facility if we are deficient in some of the policies needed for the new building. Chief Cunningham noted that when OSHA was out here one of the things mentioned was that the policies will need to be looked at once the new facility is up and running.

Lauren Wipper asked if Utilities offers Hepatitis B vaccinations. Someone from the Committee mentioned that they believe it was offered. Lauren Wipper mentioned that she contacted Fairview, since that is where the City has their random drug testing done. Lauren Wipper thought this way we could work with the same clinic that we already have a relationship with.

Chief Cunningham also gave everyone an update in where the Fire Department is at with setting up a health package with a clinic for pre-employment physicals for new hires. He noted that he would like to find a clinic that would offer a stress test, as well as the other required health testing. Chief Cunningham asked if we had heard back from Mercy in regards to testing options. Katie Haase responded that a representative from Mercy called the previous day; however, she hasn't had the chance to return the call to discuss the possibility of having all of the testing completed at Mercy. Chief Cunningham noted that he would like all of the testing to be done at one location; however, the cost might influence what type of tests we include and where we have the testing done.

8. New Business

Nothing noted.

9. Adjournment

There being no further business, the meeting of the Elk River Safety Committee was adjourned at 2:39 p.m.

Katie Haase
Recording Secretary